



# MARY HELP *of* CHRISTIANS ACADEMY

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## Request for Waiver

October 22, 2012

Schools and Libraries Division – Correspondence Unit

30 Lanidex Plaza West

PO Box 685

Parsippany, NJ 07054-0685

RE: **CC Docket No. 02-6**

Dear Sir/Madam,

This is a **Request for a Waiver for Filing Outside of Window Letter** for Mary Help of Christians Academy(BEN#7634) on Form 471 application numbers: 875751, 875752 & 875672, funding year **2012 Forms 471 Postmarked Outside of Window Letter**.

During the application process of the funding year, the following administrative changes, and extenuating circumstances occurred and we request a waiver for being outside the filing window:

1. *A new Principal and Vice Principal*
2. *The dismissal of our IT Director mid-year*
3. *The hiring of a new IT Director mid-year*

Under these circumstances, with re-organization of responsibilities, there was confusion as to what had been completed when and we are asking to have the filing deadline waived for the following Form 471 Application Numbers:

• **#875751**

• **#875752**

• **#875672**

Thank you,

*Sr. Lise Parent, FMA*

Sr. Lise Parent FMA, Principal